



Workplace Illness and Accident Reporting Policy

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1.0 Policy/Procedure

Workplace accidents, illness arising out employment and on the job injuries must be reported immediately to your Supervisor; if you cannot find the Supervisor, notify the Department Director. Supervisors are required to fill out an incident report and send it immediately to the Risk Management Specialist. Any incident requiring medical attention or if there is property damage, call the Risk Management Specialist at (919-718-4605 Extension 5503) immediately. If the Risk Management Specialist is not available, the Supervisor should call the Human Resource Office.

Getting correct, prompt medical attention is important and can be facilitated if the Risk Management Specialist is notified immediately. Except for life threatening situations the Risk Management Specialist or Human Resources must authorize initial and follow up medical treatments. **Unauthorized medical treatment, including prescriptions may result in out of pocket expenses to the employee.**

If you have questions about coverage or benefits under workers compensation, you should contact your Supervisor, Department Director or Risk Management Specialist.

EMERGENCY NUMBERS

Risk Management 919-718-4611
Risk Management Specialist: 919-718-4605 ext. 5503
Human Resources Dept: 919-718-4615
For All General Emergencies Call 911

Check with your Department Director or supervisor for other emergency numbers.

If you are in danger, sound alarm to others, leave the area. Then immediately report the emergency.

- Give your name
- Phone number you are calling from
- Location of Emergency
- Nature of accident or injuries
- Condition and number of injured, what is being done
- Stay on the phone until told to hang up

(Please refer to Personnel Policy F-7 Worker's Compensation Leave for absences due to a workplace injury or accident)